


Introduction

There are many presentation tools available both on-line, such as Google Docs, and for the PC, such as Microsoft PowerPoint or the freely downloadable OpenOffice Impress. The points to consider mentioned below apply to most presentation applications.

For Microsoft Office 2007 users – remember to save as ‘PowerPoint 97 - 2003’ to ensure backward compatibility with previous versions of PowerPoint – not everyone will have downloaded the compatibility plug-in for earlier versions of the software.

If you are using an earlier version of Office, you can download the plugin at this address, to read the new file formats: <http://support.microsoft.com/kb/923505>

Considerations

- **Use the slide layout schemes** (Format menu > Slide Layout for Office 2003) offered by PowerPoint to ensure all titles and text components are seen in the outline view.
If you are using PowerPoint 2007, try the Layout dropdown menu in the Home section of the ribbon.
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- **Add ‘alt-text’ descriptions to all images** – right-click the image and choose Size and Position. For Office 2007 choose the Alt Text tab. Otherwise, use the Web tab.
 - **Ensure colour contrast levels between the background and text allow for easy reading.** Avoid watermarks and busy patterns and maintain a minimal amount of information on each slide. Try to use sans-serif fonts, and font sizes greater than 30 points.
 - **Ensure captioning is included with video and audio files** before adding to the presentation, or at the very least add clear descriptions for each change in the video or a transcript of the audio file and descriptions for all Flash files added to the presentation (see below).
 - **Ensure graphs and diagrams are described in the notes section**, seen below the slide edit pane.
 - **Add further textual descriptions to the notes section** to enhance understanding and add links to references, where appropriate.
 - **Use LecShare or Illinois Accessible Web Publishing Wizard** (see below) to convert your PowerPoint file to a web page as an alternative format. If you wish to do this from PowerPoint itself make sure all graphics and other content is available in the outline view and/or the notes section then select File > Save as Web Page. Be sure to save the file as a Web Page and not Single File Web Page.
 - **Provide the original PPT and Save as RTF or a text file** once you have checked that your outline view contains all the relevant text.

Additional Resources

- **Provide text equivalents for audio** - general advice on captions – skills for Access
<http://www.skillsforaccess.org.uk/howto.php?id=103>
- **TechDis Accessibility Essentials 3: Creating accessible presentations**
<http://www.techdis.ac.uk/resources/sites/accessibilityessentials3/index.html>
- **WebAIM additional information** with support for the Illinois Accessible Web Publishing Wizard
<http://webaim.org/techniques/powerpoint/>
- **Illinois Accessible Web Publishing Wizard** for Office XP and 2003, not Office 2007 at present
<http://www.virtual508.com/>
- **LecShare works with Office 2003 and 2007** to help make accessible PowerPoint presentations quickly and very easily with output in video, HTML and MS Word
<http://www.lecshare.com/>
- **Guide to 'avoiding death by bullet point'** with good design advice from Adam Warren, Learning and Teaching Enhancement Unit, University of Southampton.
<http://www.elearning.soton.ac.uk/theme/PowerPoint/resources/Good Practice.ppt>
- PowerPoint Viewer 2007 for Windows
<http://www.microsoft.com/downloads/details.aspx?FamilyID=048dc840-14e1-467d-8dca-19d2a8fd7485&DisplayLang=en>
- Adobe (Macromedia) "**Building an Accessible Microsoft PowerPoint presentation.**" Making PowerPoint slides ready for accessible Breeze presentations.
<http://www.adobe.com/macromedia/accessibility/features/breeze/building.html>
- **S5 as alternative web presentation tool** for presentations from Eric Meyer.
<http://www.meyerweb.com/eric/tools/s5/>